

**LEE COUNTY  
POSITION ANNOUNCEMENT**

**POSITION: ADMINISTRATIVE SUPPORT ASSISTANT III**

**HIRING SALARY: \$31,753**

**GRADE 61**

**DESCRIPTION OF WORK:**

Lee County is seeking qualified applicants for the position of Administrative Support Assistant III in the Solid Waste Division of General Services. Performs intermediate administrative support work compiling payment and work order information, supporting department staff with clerical and office needs, creating and maintaining various records, schedules, reports and files. Performs related work as apparent or assigned by the Solid Waste Superintendent.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school or GED that included business and computer courses and must have several years of responsible clerical experience or an equivalent combination of education and experience. Must possess a valid State driver's license.

**APPLICATION PROCESS**

Submit a cover letter, resume and a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968. Position will remain open until filled. First review of applicants will be on July 30, 2021. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.**

Please go to [www.leecountync.gov](http://www.leecountync.gov) for additional information.